



2012 Nights of Lights Non-Profit Organization Vendor Application

The Town of Gilbert Special Events staff will review all applicants based on booth presentation, prior participation, and menu. Vendors will be notified via email or phone of their status. All vendor booth fees and payment due dates will be included in the event acceptance letter.

APPLICATION PROCESS:

The following information is required for ALL APPLICATIONS (applications NOT including the following will not be considered):

- ☐ Completed Application
- ☐ Space requirements/ footprint diagram with measurements
- ☐ Description of product
- ☐ Booth Photo
- ☐ Proof of non-profit status
 - If you are a Non-Profit organization please supply us with current proof of your Non-Profit status.
- ☐ **Insurance Requirements:**
 - Vendors selling product must provide a Certificate of Insurance naming the Town of Gilbert as an additional insured. The insurance must meet the requirements of \$2,000,000 general aggregate and \$1,000,000 each occurrence. The following address should appear on the certificate: Town of Gilbert, 90 E Civic Center Drive, Gilbert, AZ, 85296. Certificates should be mailed or faxed to (480)503-6204 with the initial vendor application.

PAYMENTS & FEES:

Due at time of application: **\$25** non-refundable Application Fee

If you are accepted, booth fees must be paid by deadline & include:

1. Payment of **\$50** non-refundable event sponsor fee.
2. Additional **\$25** oversized booth fee (if applicable). (NOTE: Vendor booth locations will be based on receiving paperwork and fee payments, according to received time/date stamp. Details will be included in vendor acceptance notification.)
 - Vendor selection will be based upon the Town of Gilbert event needs & space available.

RETURN APPLICATION TO:

By Mail: Town of Gilbert-Parks and Recreation Department/Special Events

90 E. Civic Center Drive, Gilbert AZ 85296

By Fax: (480) 503-6204

By Email: mike.leppert@gilbertaz.gov



ON-SITE REQUIREMENTS

- Booth spaces **cannot exceed 10'x10'**. Booth spaces requiring more than 10'X10' will incur an oversized space fee of \$25 (maximum of 10'X20' allowed)
- **Electrical Equipment:** Businesses requesting and paying for the use of electricity must provide their own extension cords. All electrical equipment being used must be examined by the vendor before arriving for set-up. All electrical items, including extension cords, must be in good working condition and safe to use. Electric needs must not exceed 110volts/15amps; **YOU MUST REQUEST ELECTRICAL ACCESS** on your original application, which will be taken into consideration upon application approval. Electric fee: \$40 per event
- Businesses must abide by EVENT staff requirements regarding set up time and location(s)
Booths must be set-up by 5pm., open by 6:00 p.m. and remain open until 8:45 p.m. on event day. Tear down begins at 9pm. Vendors will be responsible for any damage caused to Town property during the event, set-up and/or tear down. It is the vendor's responsibility to clean their booth space prior to leaving the event.
- Businesses *must claim their assigned booth space* no later than 4:30 p.m. on Friday afternoon or it will be forfeited.
- Participating businesses are responsible for removing debris and ensuring the general cleanliness of the area surrounding their booths throughout the event and following its conclusion.
- All businesses participating in the event are required to check-in at the Event Registration tent prior to set up.
- Businesses will bring tent, tables, chairs, and anything else required for operations; or, will rent required equipment from EVENT prior to event.
- Prior to the event, participating businesses will receive an Event Packet that will include important event and parking information. Participating businesses should contact an event coordinator if the Event Packet is not received within a week of the event.

ON- SITE SAFETY & SECURITY

- The Town of Gilbert is not responsible for damage, theft, or loss of equipment or display furnishings.
- **Event Cancellation:** If the event has to be canceled due to bad weather, the Town of Gilbert will notify vendors as soon as possible. It will be the sole discretion of the Town of Gilbert to cancel an event.
- Event participating businesses must obey all pertinent safety codes and laws, including, but not limited to, fire, safety and parking regulations
- Canopy tents must be fire retardant All canopies, tents and other temporary structures must be weighted before you are permitted to open, with the equivalent of 30-pounds per pole minimum.
- Event participants agree to allow use of video and photography taken by Event organizers at the event for promotional purposes. Any photos taken by the event are the property of the Town of Gilbert.
- Trailers will be allowed in designated area only, and may incur an oversized space fee.
- **Building Inspection and Fire Department Requirements:** Participating businesses must be in compliance with Town of Gilbert Building and Fire Department regulations. An information sheet stating regulations which pertain to special events will be mailed to participating businesses prior to the event. A Town of Gilbert inspector will be at the event to conduct a building and fire inspection of each vendor booth.

Town of Gilbert Event Vendor Application

Nights of Lights, November 30th, 2012

DEADLINE: 5:00 p.m., November 1st, 2012

- Business Name: _____
- Contact Name: _____
- Mailing Address: _____
- City: _____ State: _____ Zip: _____
- Mobile Phone #: _____ Business Phone: _____
- E-Mail Address: _____
- Additional Space Requirements: (exceeding 10x10 space) _____
- Electrical Requirements: Yes ____ No ____ (If yes, there is a \$40 fee)

EVENT VENDOR Submit application with the following items:

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|--|---|
| <input type="checkbox"/> Completed Application | <input type="checkbox"/> Description of product |
| <input type="checkbox"/> Merchandise with prices (if applicable) | <input type="checkbox"/> Booth Photo |
| <input type="checkbox"/> Footprint Diagram with measurements | <input type="checkbox"/> Current proof of Non-Profit Status |
| <input type="checkbox"/> Current Proof of insurance coverage (if applicable) | |
| <input type="checkbox"/> Non-Refundable Application fee of \$25 (Only Needs to Be Paid Once a Year) | |

I, (print your name) _____ as the authorized agent for the above named organization agree to hold the Town of Gilbert harmless for theft of, damage to, loss or destruction of merchandise, materials, equipment or personal property which I may have on the grounds of a Town of Gilbert special event and any injury or damage that might be caused to others arising from my organization's participation in this event. I also understand that the Town of Gilbert will not be held responsible for sales, weather, or other unforeseen revenue losses and does not guarantee revenues or numbers of event patrons. I also certify that the above named organization is in compliance with all State health and tax regulations and if applicable, operations are appropriately permitted by Maricopa County. All requests are subject to acceptance by Town of Gilbert staff and their decision is final. I understand that my signature holds me responsible for the information on this agreement. By signing below I agree to abide by the rules and conditions set forth by the Town of Gilbert. *If you are accepted and have been formally notified, additional fees may be paid in one of two ways: Credit Card or Check (which can be made directly to the Town of Gilbert- Parks and Recreation/ Special Events).*

Signature: _____ Date: _____

Print Name: _____

RETURN APPLICATION TO:

By Mail: Town of Gilbert-Community Services Department/Special Events

90 E. Civic Center Drive, Gilbert AZ 85296

By Fax: (480) 503-6204

By Email: mike.leppert@gilbertaz.gov